

**2015-2016 PROPOSED BUDGET
RESPONSE TO REQUEST FOR INFORMATION**

DEPARTMENT: Watershed Protection

REQUEST NO.: 55

REQUESTED BY: Troxclair

DATE REQUESTED: 06/15/15

DATE POSTED: 06/22/15

REQUEST: Please explain the differences in the Drainage Utility Fund FY 2013-2014 fund summary between the following three items: Support Services under the Program Requirements section and CTM Support and Administrative Support – City-wide under the Transfers Out section.

RESPONSE:

The Program Requirements section in the fund summary of the Drainage Utility Fund details the programs budgeted in the department. The purpose of the Support Services program is to provide administrative and managerial support to the department in order to produce more effective services. This program within the Watershed Protection Department contained 21.50 FTEs in FY 2014. Staff within this program provides a variety of critical departmental services in the areas such as human resources, finance, purchasing, public information, and record keeping.

The Transfers Out section of the fund summary is different than Program Requirements. Transfers Out is the moving of funds largely due to citywide cost allocation plans, capital improvement projects, and other obligations, such as general obligation debt service. One of these transfers is for CTM Support. The CTM Support transfer is based on a cost allocation model updated annually. CTM allocates a portion of its cost through high-level allocation, measured resource usage, and the remainder through direct assignment to each entity. The CTM cost allocation methodology has two steps. First, overhead costs such as utilities, rent and administrative staff, are proportionately distributed to each allocating function. Each function's costs are then allocated to the various departments or funds. In the second step, costs identified as department specific are charged directly to departments, thereby removing them from subsequent steps in the allocation process.

The City-wide Administrative Support transfer is also cost allocation plan built on the support provided by internal services departments. The City annually allocates the costs of administrative support provided by central service departments to other City departments using a process designed to identify as closely as possible the cost of services that the support departments provide to the receiving departments. These plans are prepared using guidelines published by the Office of Management and Budget and are reviewed regularly by numerous entities including the City of Austin's independent external auditors, the City's internal auditors, federal agencies, departmental staff and other interested third-parties.